

**28 MAY 2001**



**Contracting**

**LOCAL PURCHASE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 64-102, Operational Contracting, AFI 64-109, Local Purchase Program, and AMCI 64-102, Base Contract Repair Services Program, with local procedures. The local purchase program gives Air Force installations authority to contract for supplies, services, and construction to carry out the missions of the units they support. This instruction defines responsibilities, policies, and procedures for local purchase of commodities, equipment, construction, and services. It applies to all units, staff agencies, and tenant organizations logistically supported by MacDill Air Force Base.

**SUMMARY OF REVISIONS**

This revision incorporates changes and updates required due to Federal Acquisition Regulation (FAR), AFI 64-102, AMCI 64-102, and AFI 64-109 changes and updates.

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**1. Responsibilities:** The 6th Contracting Squadron (6 CONS) provides execution and administration of all base level contracting actions. Only duly appointed contracting officers and their appointed agents are authorized to acquire commodities and services, conduct negotiations with contractors, or obligate the United States Government.

1.1. Units, staff agencies, and tenant organizations provide all required forms, documents, and justification necessary for 6 CONS to effect the purchase of required commodities or services. Ensure the requirements of AFI 37-162, Managing the Processes of Printing, Duplicating, and Copying, DODD 5500-7, Joint Ethics Regulation, AFI 34-208, Property and Casualty Program, AFI 64-102, AMCI 64-102, AFI 64-109, AFMAN 64-108, Service Contracts, as applicable, and AFI 63-504, Quality Assurance Evaluator Program, are met prior to submitting purchase requests.

## **2. Policies:**

### **2.1. Authority for Approving Purchase Requests:**

2.1.1. The organization commander, staff agency chief, functional area chief, or others designated by the organizational commander will approve purchase requests.

2.1.2. The Commander, 6th Medical Group (6 MDG/CC), may delegate authority to approve purchase requests to the hospital administrator, assistant administrator, the director and superintendent of medical logistics, or other appropriate personnel.

2.1.3. The 6th Transportation Squadron, Traffic Management Officer (6 TRNS/LGTF), is authorized to approve purchase requests originated by 6 TRNS for local transportation services of personal property and household goods resulting from and funded from other sources.

### **2.2. Coordination on Purchase Requests:**

2.2.1. Any purchase request for vehicle rental will be coordinated with the Vehicle Operations Flight (6 TRNS/LGTO). Vehicle rentals for 60 days or longer require a Letter of Nonavailability from General Services Administration (GSA) and must be approved by the 6 TRNS Commander (6 TRNS/CC). Rental of vehicles for 60 days or longer, or special purpose vehicles and general purpose vehicles with a gross weight of over 14,000 pounds require approval from Headquarters, Air Mobility Command, Vehicle Operations and Maintenance Branch (HQ AMC/LGTV) through 6 TRNS/CC.

2.2.2. Any purchase request for rental or purchase of microfilm equipment, which includes document imaging systems, will be coordinated with the concurrence of the 6th Communications Squadron, Customer Service Element (6 CS/SCB). Rentals in excess of 30 days must be coordinated with the 6th Supply Squadron, Equipment Management (6 SUPS/LGSPC3). This is in addition to the requirement for approval by the Records Maintenance Element (6 CS/SCBR) on AF Form 601, Equipment Action Request, for nonstandard filing supplies and equipment in accordance with AFMAN 37-123, Management of Records.

2.2.3. Units purchasing vehicle related equipment costing over \$ 10,000 must coordinate the AF Form 9, Request for Purchase, with the Vehicle Maintenance Flight (6 TRNS/FLGTM) if maintenance support will be required. The customer must procure maintenance and parts manuals as part of the purchase agreement in accordance with AFMAN 24-307, Procedures for Vehicle Maintenance Management.

2.2.4. Any purchase request for lease, rental, or purchase of copier equipment (except for mobility copiers) will be coordinated with and concurrence obtained from Printing Management (6 CS/SCSPR). Rentals in excess of 30 days must be coordinated with 6 SUPS/LGSPC3.

2.2.5. Any purchase request for the acquisition of supplies will be coordinated with, and concurrence indicated on the request from the Management and System Management Flight or the Customer Service section of 6 SUPS/ LGSPC. Exception to this requirement is for medical supply items and non-medical supplies of which 6 SUPS does not maintain a stock level.

2.2.6. Any purchase of annual recurring services will be processed in accordance with AFI 64-102, AMCI 64-102, AFI 64-109, AFI 63-504, and AFMAN 64-108.

2.2.7. Any purchase request for communications, electronics, and meteorological equipment and computer systems or services will be coordinated with 6 CS/SCB (Customer Service Element). The coordination and approval will accompany the purchase request when submitted to Commodities Flight (6 CONS/LGCS) or Specialized Flight (6 CONS/LGCX) for purchasing action. Equipment transactions will be coordinated with 6 SUPS/LGSPC3 prior to purchase.

2.2.7.1. Requirements for new land mobile radio equipment, cellular telephones and service, cable television, and pagers or upgrade of present systems must be coordinated through 6 CS/SCB (Customer Service Element) prior to submittal to 6 SUPS/LGSPC3 or 6 CONS/LGCS.

2.2.7.2. Requirements for small computers as defined in AFI 33-114, Software Management to include word processing equipment, will be coordinated with and concurrence obtained from the 6th Communications Squadron, Customer Service Element (6 CS/SCB). They will provide a technical solution, assist with appropriate paperwork, and obtain a C-4 Computer Systems Requirements Document (CSRD) approval.

2.2.8. All requests for rental of equipment will be coordinated with and concurrence obtained from 6 SUPS/ LGSPC3 in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 22, USAF Supply Manual. The exception is medical supply requests which require coordination with Program and Resources Center (HQ AMC/SGM).

2.2.9. All requests for carpet will be coordinated with the 6th Civil Engineer Squadron, Maintenance Engineering (6 CES/CEOEA), and be in accordance with the current Air Force carpet policy.

2.2.10. Any purchase request for rental/lease of equipment for a period exceeding 60 days will be accompanied by an Economic Analysis as to why rental is advantageous in lieu of purchase. The 6th Comptroller Squadron, Budget Flight (6 CPTS/FMA), will assist with guidance in preparation and review of the Lease vs Buy Economic Analysis ([Attachment 1](#), Information Sheet) prior to submission to 6 CONS.

2.2.11. Any purchase request for construction, repair, or alteration of real property will be coordinated with the 6 CES Customer Service Element ([Attachment 2](#), Package Requirements).

2.3. Exceptions to Purchase Requests Requiring Coordination: Only stock funds are used to purchase items from commercial or other government services. All requests for purchase of supplies will be accomplished through base supply stock funds. Exceptions are authorized as follows:

2.3.1. Industrial or service-funded contractor accounts for procurement directly from Defense Logistics Agency, GSA, Army, Navy, and Marine Corps.

- 2.3.2. Contractor-operated parts stores.
  - 2.3.3. Credit card purchases, except aviation fuel.
  - 2.3.4. Air Force Communications Agency requirements for engineering and installation activities other than system support flight.
  - 2.3.5. Central procurement of Air Force library books and periodicals.
  - 2.3.6. Periodicals, publications, newspapers, magazines, and special awards items.
  - 2.3.7. Special classified projects as authorized by higher headquarters.
  - 2.3.8. Air Force Materiel Command requirements for one-of-a-kind, non-stock-listed items of a research, development, test, and evaluation nature with a procurement lead time in excess of 90 days.
  - 2.3.9. Air Force Office of Special Investigations (AFOSI) stock record account FX4203 (not to affect present host/base support arrangements with worldwide AFOSI detachments).
  - 2.3.10. Purchase of non-stocked items, using the stock fund as procuring agent obligating custom customer at time of order when authorized by HQ USAF/AC on a case-by-case basis.
  - 2.3.11. Medical supply items requisitioned according to AFMAN 23-110, Volume 5, by 6 MDG/CC or their designee.
- 2.4. Competition Advocates: Each commander, staff agency chief, and tenant organization commander will ensure the Competition Advocate Program is carried out in accordance with AFI 63-301, Air Force Competition Advocacy.
- 2.5. Standards of Conduct: Each individual directly or indirectly concerned with any phase of requisition or related activities will read DODD 5500-7 (Standards of Conduct) and supplements thereto, at least semiannually. Commanders and staff agency chiefs will take necessary actions to provide for the semiannual review by all affected personnel.
- 2.6. Unauthorized Contracting Actions: Paragraphs [1.1](#) and [4](#) of this publication define personnel who are authorized to obligate the government. Individuals making unauthorized commitments or purchases may be held financially liable for settlement. In addition, appropriate administrative or disciplinary action will be taken against the individual concerned. The fact that a requirement may be authorized for local purchase and funds are available does not relieve the responsibility of all personnel associated with the development of requirements to assure the contracting action is accomplished in accordance with regulatory procedures.
- 2.7. Year-End Purchasing: All year-end requirements must be received by 6 CONS no later than the date specified in the annual Advance Planning Notice distributed during the 2nd quarter of each fiscal year. If requirements are received with less than the specified lead time, purchase during the current fiscal year may not be possible.
- 2.8. Military Interdepartmental Purchase Request (MIPR) (DD Form 448) Processing: Detailed instructions for use of the DD Form 448 are in Department of Defense (DOD) FAR 253.208. Only category 11 MIPRs (direct cite) will be accepted by 6 CONS. Category I MIPRs (reimbursable) should be addressed directly to the requiring activity. The requiring activity will cite locally available funds on an AF Form 9 and then be reimbursed via the MIPR.

2.9. Requests for Purchase From Government Agencies Outside DOD and GSA: FAR 17.5 requires an Economy Act determination that purchasing outside DOD or GSA is in the best interest of the Government prior to placing the requirement with another agency. The determination must be approved by a General Flag Officer, Senior Executive Service, or the Commander, 6th Air Refueling Wing (6 ARW/CC). Prior to submission for signature, the determination must be reviewed by the Chief, Specialized Flight (6 CONS/LGCX). The funding document cannot be certified by 6 CPTS until the determination is reviewed and approved.

2.10. Market Research: Requiring activities are authorized to perform market research. Market research is the process of contacting potential sources (vendors) for publicly available information such as availability, quantities on hand, price ranges, delivery information, or performance criteria.

2.11. Vendor Demonstrations and Loan Agreements. Vendor demonstrations and loan agreements will be requested on the locally produced forms at [Attachment 3](#). A contracting officer must approve the demonstration/agreement after the vendor signs it. This must be accomplished prior to any commitment to support the demonstration/loan agreement.

2.12. Public Disclosure of Government Requirements (FAR 5.401): A strong awareness of business security must exist and be maintained to preserve the integrity of the government procurement process. All contact with potential vendors and others outside of the DOD regarding proposed procurements shall be limited. Any advance procurement information (e.g., government estimates, funding limitations, performance requirements, quantities) released to the public may allow a potential vendor to gain an undue or discriminatory advantage over other vendors.

### 3. Procedures:

3.1. Contract Repair Services: Submit all requests for contract repair services to 6 CONS/LGCV. Requests for Base Contract Repair Services or Preventive Maintenance Agreements will be submitted in accordance with AMCI 64-102 procedures.

3.1.1. Typewriter and locksmith service procedures are contained in [Attachment 4](#).

3.1.2. Construction package requirements are contained in [Attachment 2](#).

3.1.3. The Preventive Maintenance Agreement justification format is contained in [Attachment 5](#).

3.1.4. Service contract package requirements are contained in [Attachment 6](#).

3.1.5. The VISA Card issued in conjunction with the International Merchants Purchase Authorization Card (IMPAC) program is the preferred method for procuring supplies and non-recurring services when the total cost of the individual purchase does not exceed \$2,500.00. [Attachment 7](#) contains IMPAC program instructions. Before a VISA card can be issued, the potential card holder must attend the IMPAC training session conducted monthly by 6 CONS/LGCS. Call 8-3815, ext 327 or 339, for the time, date, and location of the next training session.

3.2. Preparation of AF Form 9. Except for contract repair services, prepare AF Form 9 in accordance with AFM 70-333, Volume 1, Base Contracting Automated Systems (BCAS) End Users Manual, and AMCI 64-102. For contract repair services, use the Contracting Customer Education Handbook available in 6 CONS/LGCV. The 6 CONS/LGCW Flight Chief will train resource advisors and personnel involved with AF Form 9 preparation annually. Upon notification, commanders or staff agency chiefs will ensure all required personnel attend. Call 8-3815, ext 335, for further information.

### 3.3. Base Supply Emergency Walk-Through:

3.3.1. To preserve the effectiveness of the emergency walk-through process, emergency requests will be limited to mission capability items and supplies of such urgency that the government would be seriously injured by the delay involved in following normal local purchase channels.

3.3.2. All walk-through requests must include a letter of justification. The request must also have an approved local purchase walk-through letter obtained and signed by the Chief, Management and Systems Flight (6 SUPS/LGSP), or designee.

3.3.3. All emergency walk-through requests will go through the Flight Chief, 6 CONS/LGCS, and/or 6 CONS/LGCV, and/or 6 CONS/LGCX for analysis as to whether or not the requisition is going to be purchased as a walk-through.

3.3.4. If the Flight Chief, Commodities/Services/Specialized does not accept the requisition as a walk-through, it will be processed according to its assigned priority.

### 3.4. Purchase Request (PR) Discrepancy Notice:

3.4.1. All incomplete purchase requests will be returned to the initiator through 6 CPTS/FMA, if applicable, for correction prior to contracting action.

3.4.2. Contracting personnel will attach an AMC Form 2, Request for Additional PR Information, Cancellation of Purchase Request, outlining the reason for return.

3.4.3. Upon receipt thereof, the initiator of the requirement will acknowledge receipt of the returned PR on the letter and specify that the PR either be canceled or resubmitted after revision or correction. If applicable, resubmission must be returned to 6 CPTS/FM for certification of funds.

### 3.5. Receiving Reports:

3.5.1. Within three work days after receipt of the supplies or service (five work days for medical supply items), the initiator of the purchase request, which resulted in a purchase order, formal contract, blanket delivery order, or prepriced blanket purchase agreement, is responsible for accomplishing a receiving report. Use one of the following for this purpose, as appropriate.

- DD Form 1155, Order for Supplies or Services (block 32 a & b)
- DD Form 250, Material Inspection and Receiving Report
- Typed Certificate of Services ([Attachment 8](#))

3.5.2. The original copy of the receiving report will be forwarded to DFAS/FVP, 2500 Leahy Ave., Orlando, FL 32893-4400. A copy will be forwarded to 6 CONS/LGCS (Commodities), or 6 CONS/LGCV (Services), or 6 CONS/LGCX (Specialized) as applicable. **NOTE:** Do not forward construction receiving reports to DFAS. Instead, provide an original and one copy to the Construction Flight (6 CONS/LGCC) for attachment to the invoice prior to contracting officer approval of payment.

3.5.3. If the services rendered or commodities received from a contractor are not satisfactory, the organization will advise 6 CONS/LGCC/LGCS/LGCV/LGCX (as applicable), in writing, with an information copy to DFAS or 6 CPTS/FM, as appropriate. Withhold completion of a receiving report until corrective action has been taken.

3.6. Payment of Contractor Invoices: DFAS/FVP will not effect payment on contractor invoices until certification has been obtained by a contracting officer on the following type contracts: construction, "not to exceed" service contracts/purchase orders, and centralized blanket purchase agreements.

3.7. Follow-up:

3.7.1. For items ordered through base supply, the initiator will follow-up with 6 SUPS/LGSPC (Customer Service). All medical requests will be followed up through the appropriate medical supply function.

3.7.2. On all requests submitted via AF Form 9, follow-up action will be accomplished by the initiator, in writing, within three work days (six work days for medical requests) from the delivery date as contracted. Telephonic follow-up requests will be accepted for valid emergencies only.

3.8. Quality Assurance Evaluators (QAE): Training requirements for QAEs will be in accordance with AFMAN 64-108 and AFI 63-504. Classes are conducted monthly by 6 CONS/QAEPC. Call 8-3815, ext 308 or 307, for further information.

3.9. Emergency After-Hours Requirements: Emergency requirements for the purchase of commodities, construction, or services during other than normal duty hours will be referred to the Command Post (6 ARW/CP), ext 8-4361. The 6 ARW/CP will contact the appropriate contracting personnel.

3.10. Contracting Lead Times: Lead time is the period from receipt of the purchase request and any other **fully completed** necessary documents in 6 CONS to the date of award. The period for delivery is in addition to the times listed.

Priority	Branch	Lead Time(Days)
01-03	Commodities (under \$25k/\$25k-\$100k)	5/35
01-28	Services (under \$25k/\$25k-\$100k)	10/60
01-28	Construction (under \$25k/\$25k-\$100k)	28/90*
04-08	Commodities (under \$25k/\$25k-\$100k)	9/45
04-28	Services/Contract Repair (under \$25k)	15
09-15	Commodities (under \$25k/\$25k-\$100k)	15/60
01-28	Specialized (over \$25k/over \$100k)	60/120
01-28	Services & Construction (over \$100k) (invitation for bid)	120-180



Priority	Branch	Lead Time(Days)
01-28	Services & Construction (over \$100k) (request for proposal)	120-220

\*See [Attachment 2](#) for construction package contents

**NOTE:** Commodities, Services, Specialized, and Construction requirements over \$25K require formal advertisement in the Commerce Business Daily which adds 30 days to the acquisition cycle. If acquisition advertisement through electronic data interchange is used, the added acquisition time is reduced by 15 days. Additionally, a minimum of 30 days bid/proposal response time is required by law.

3.10.1. All recurring requirements for annual service contracts, regardless of dollar value, must be received by 6 CONS/LGCV no later than 180 days before the required start date of the contract.

3.10.2. If any requirement is received with less than normal lead times as computed between the date of receipt by 6 CONS and the date the contract must be awarded in order to meet the "not later than" date shown on the purchase request, it will be returned for justification by the customer.

3.10.3. Sole Source Justification: A sole source procurement is one that can be obtained from only one contractor. Requests for purchases from a sole source will be justified, in writing, by the initiator. The written justification must also be approved by the Functional Area Chief or higher. Preprinted or "canned" justifications are not acceptable. Each time a sole source is requested, a justification (use [Attachment 9](#) or [Attachment 10](#) depending on dollar value) will be prepared for that request in accordance with AFI 63-301 and FAR Part 6 and 13.

3.11. Brand Name or Equal Item Requests: Purchase requests for brand name or equal requirements (see sample request letter; [Attachment 11](#)) will be in accordance with FAR Part 10 and AFMAN 23-110. Brand name or equal purchase descriptions may only be used for procurements of less than \$ 100,000.

3.12. Replacement Parts: Genuine replacement parts and technical order-directed replacement parts will be identified in the item description in accordance with the USAF Supply Manual.

**4. Obligations:** By public law, the United States Government recognizes only those contractual obligations made by duly appointed contracting officers acting within the scope of their appointments. Action by persons other than duly appointed contracting officers, which causes a vendor or contractor to do something that is not covered by a contractual instrument or is beyond the scope of an existing contract, is considered an unauthorized commitment/obligation (requiring ratification). In such cases, appropriate administrative or disciplinary action must be taken against the individual responsible. Calls for items on blanket purchase agreements made by persons other than those specifically designated in writing to do so are unauthorized obligations and purchases. All commanders must ensure personnel under their command are familiar with AFR 170-8, Accounting for Obligations. Persons incurring obligations will immediately contact the appropriate flight within 6 CONS and DFAS/FVP.

**5. Forms Prescribed.** None.

**6. Forms Adopted:** AF Form 9, DD Form 250, DD Form 1155, and AMC Form 2

JOHN D. BECKER, Brig Gen, USAF  
Commander

KENDEL R. SMITH, JR.  
Chief, Support Flight

**Attachment 1****LEASE VS BUY INFORMATION SHEET****A1.1. GENERAL INFORMATION:**

- A1.1.1. Describe the equipment.
- A1.1.2. Does the equipment require in immediate use to meet program or system goals (explain):
- A1.1.3. How long will this equipment be needed for use?
- A1.1.4. Is there a potential obsolescence of the equipment because of imminent technological improvements?
- A1.1.5. Are there any compelling reasons why this equipment should be leased or purchased?

**A1.2. LEASE INFORMATION:**

- A1.2.1. Does the lease have an option to purchase? If so, what are the terms?
- A1.2.2. What are the monthly rental payments?
- A1.2.3. Are there any initial fees such as transportation or installation (how much)?
- A1.2.4. Are there any monthly costs such as maintenance fees (how much)?
- A1.2.5. Are there any tax advantages associated with the lease such as tax-free financing or highly accelerated depreciation allowances (check with legal)?
- A1.2.6. What is the leasing agent's name, address, phone number, and contact person?

**A1.3. BUY INFORMATION:**

- A1.3.1. What is the purchase price of the equipment?
- A1.3.2. What is the economic life of the equipment (how long will it last)?
- A1.3.3. Is there any salvage or trade-in value of the used equipment?
- A1.3.4. Are there any initial fees such as transportation or installation (how much)?
- A1.3.5. Are there any monthly costs such as maintenance fees (how much)?
- A1.3.6. What is the contractor's name, address, phone number, and contact person?

**NOTE:** Please send the completed Lease/Buy Determination to 6 CPTS/FMA. They will review and approve the document and forward to 6 CONS. If rejected, the document will be returned to the customer for further information or other action. Any questions should be referred to 6 CPTS/FMA, ext 8-4567

**Attachment 2****CONSTRUCTION PACKAGE REQUIREMENTS/CONTENTS****CONSTRUCTION PACKAGE CONTENTS****(AS A MINIMUM)**

· AF FORM 9

STATUTORY COST LIMITATION INFORMATION

· DRAWINGS AND SPECIFICATIONS

· COST ESTIMATES (AF FORM 3053)

· BIDDING SCHEDULE

· WAGE RATES

· AF FORM 332 OR DD FORM 1391

LIQUIDATED DAMAGES CALCULATION

· SUBMITTAL SCHEDULE (AF FORM 66)

· INSPECTOR ASSIGNMENT LETTER

ODC CERTIFICATION

ANY ADDITIONAL INFORMATION

**Attachment 3****U.S. DEPARTMENT OF THE AIR FORCE  
6TH CONTRACTING SQUADRON  
MACDILL AIR FORCE BASE, FLORIDA****VENDOR DEMONSTRATION/DISCUSSION AGREEMENT**

\_\_\_\_\_, hereinafter referred to as the "vendor," is authorized to conduct a demonstration, display, and/or discussions for military personnel and/or other authorized personnel, about materials or subjects as herein described, and subject to the terms of this agreement. The term "other authorized personnel" includes only personnel under sponsorship of military or other officials assigned to \_\_\_\_\_.

(Enter name of organization)

**DEMONSTRATION, DISPLAY, OR DISCUSSIONS**

(Describe):

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**LOCATION OF DEMONSTRATION, DISPLAY, OR DISCUSSION:**

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**DATE(S) AND DURATION OF DEMONSTRATION, DISPLAY, OR DISCUSSIONS:** \_\_\_\_\_

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The parties to this document agree as follows:

1. Vendor demonstrations, product displays, or discussions are conducted for the sole purpose of demonstrating the capability of a particular item(s) or service and not for fulfilling mission requirements for an interim time frame. The examination, demonstration, or discussion of item(s) or services will in no way, expressed or implied, obligate the ( ) and/or Air Force to purchase, rent, or otherwise acquire the item(s) demonstrated. The vendor has sole responsibility for furnishing all supplies, equipment, etc., necessary to accomplish the demonstration. Demonstrations are conducted by an authorized representative of the vendor furnishing the item(s) for demonstration. No United States Government personnel will demonstrate nor endorse the vendor's product. United States Government will exercise due care in handling item(s) on

demonstration. The United States Government assumes no cost or obligation, expressed or implied, for damage to, destruction of, or loss of such equipment, or for damages or injuries resulting from the submission to the Air Force of defective item(s) for demonstration. The Contracting Officer is the duly authorized representative of the Government for purposes of this agreement.

2. The vendor understands that any data provided by the vendor becomes the property of the United States Government and the vendor does not possess a proprietary interest in any of the data provided.

3. The vendor will not file any claim against the United States or otherwise seek compensation for any information or services provided.

4. The United States Air Force and the Department of Defense are not bound, nor are the agencies obligated, to follow any recommendations of the vendor. The United States Government is not bound, nor is it obligated, in any way to give any special consideration to the vendor on future contracts.

5. GOVERNMENT-FURNISHED PROPERTY (check appropriate subparagraph.)

\_\_\_ a. No government services or government-owned supplies will be provided for use by the vendor.

\_\_\_ b. The Government will deliver to the vendor, for use only in connection with the agreement, the property described below (hereinafter referred to as "Government-Furnished Property").

\_\_\_ (1) Title to Government-Furnished Property shall remain in the Government. The vendor shall maintain adequate control of Government-Furnished Property in accordance with sound practice.

\_\_\_ (2) Unless otherwise provided in this agreement, the vendor, upon delivery of any Government-Furnished Property, assumes the risk of, and shall be responsible for, any loss thereof, or damage thereto, and any property consumed in the performance of this agreement is reimbursable to the Government.

\_\_\_ (3) Description (Nomenclature including serial number if applicable):

Current Market Value: \_\_\_\_\_

SUBMITTER: \_\_\_\_\_

(Type or Print Business Name and Address)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Type or Print Name and Title)

THE UNITED STATES OF AMERICA

\_\_\_\_\_ DATE: \_\_\_\_\_

(Signature)

**U.S. DEPARTMENT OF THE AIR FORCE**  
**6th CONTRACTING SQUADRON**  
**MACDILL AIR FORCE BASE, FLORIDA**

**VENDOR LOAN AGREEMENT**

Prior to acceptance of any article of equipment, material, or disclosure of information for evaluation or testing by the Government, the following policy must be understood and agreed to by the individual, firm, or corporation submitting such article, invention, or disclosure.

\_\_\_\_\_, hereinafter referred to as the submitter, is authorized to submit the materials as herein described, and subject to the terms of this agreement.

**ARTICLE(S) OR INFORMATION TO BE EVALUATED**

(Describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF EVALUATION OR TEST:** \_\_\_\_\_

**DATE(S) AND DURATION OF EVALUATION OR TEST:** \_\_\_\_\_

The period of this agreement shall be from \_\_\_\_\_ to \_\_\_\_\_  
unless sooner terminated by either party. Either party may terminate the agreement at any time after giving notice to the other party so coordinated action may be taken for removal of article(s) or information.

**POLICY**

1. The Government has a continuing interest in receiving and evaluating voluntary submissions, which contain new ideas, suggestions, and inventive concepts that are germane to the potential needs of the Government. However, the military service has many of its personnel and contractors working on research and development including modifications of material and its present application; consequently, the substance of this submission may already be known to Government employees or Government contractors, may already be in the public domain., or may be available either now or later from sources other than this submission. Accordingly, it has been found desirable, in receiving voluntary submissions for evaluation,



to exercise such precaution as will preclude misunderstanding by the submitter and prevent such submissions from having any restrictive or limiting effect on the Government's improvement programs.

2. It should be understood that acceptance for test or evaluation for potential usefulness to the Government does not apply a promise to pay, a recognition of novelty, originality or uniqueness, or a contractual relationship such as would render the Government liable to pay for any use of information to which it would in no way obligate the Government to procure experimental, production, or other quantities of the article submitted or the item covered by the disclosure. The submitter will not file any claim against the Government or otherwise seek compensation for any information or services provided.

3. Due care will be exercised in the handling and testing of voluntary submissions. The Government will however assume no responsibility or liability to submitters or others for:

a. Damage to, destruction of, or loss of voluntary submissions resulting from testing activities or otherwise.

b. Damage or injuries due to negligence or other causes which are incurred or suffered by submitters, submitters' employees, or invitees during any test of such article or disclosure which is under the control of the submitter, his authorized agents, or employees whether or not Government personnel are participating in the test.

4. The manufacture, transportation, and maintenance of article submitted to the Government for evaluation or testing will be accomplished without cost to the Government.

5. Submitters may furnish instructions to the Government concerning the disposal of voluntary submissions, provided such instructions are furnished prior to completion of the tests or evaluation. Any disposal in accordance with such instructions prior to the completion of the tests or evaluation, the Government will dispose of such in accordance with established procedures.

6. The voluntary submissions will be handled in accordance with established Government procedures for safeguarding such articles or information against unauthorized disclosure. In addition, data forming a part of or constituting the submission will not be disclosed outside the Government or be duplicated, used, or disclosed in whole or in part by the Government for any purpose other than to evaluate the proposal. This restriction does not limit the Government's right to use information contained in such data if it is obtained from another source, or is in the public domain. Liability by reason of unauthorized disclosure of the submission by the Government will under no circumstances extend beyond the actual damage to the submitter caused by acts of the Government and cognizable in law. Furthermore, the Government accepts no liability for failure to safeguard information unless the information consists of a patentable invention, copyrighted material, or data constituting a trade secret. Proposals, without restrictive markings, received from educational or nonprofit organizations may be evaluated outside the Government provided that the

evaluators agree in writing not to reproduce, use, or disclose the information in whole or in part except for the purpose or evaluation, without the written permission from the submitter.

7. Unsolicited articles or disclosures are submitted and received in accordance with Policy Agreement notwithstanding any contrary or inconsistent conditions imprinted on or submitted together with such articles or disclosures, or orally expressed.

8. Informal information covering the results of evaluations or tests will be furnished to submitters upon request. Such information shall not be construed as an endorsement by the Government on articles or the subject matter of disclosures nor shall they be used in whole or in part for advertising purposes with industry or other Government agencies.

9. The terms of the Policy Agreement shall apply to all submitted articles and disclosures. The provisions of any contract for procurement resulting from these disclosures will supersede this understanding.

**CERTIFICATION BY SUBMITTER**

I certify that I have read the policy of the Government set forth above and understand and agree to the terms and conditions thereof:

I further certify that I am (check appropriate box or boxes):

// Sole owner of all articles, disclosures, and inventions submitted for evaluation or testing.

// A member of the partnership or association identified below and have full authority to bind said partnership or association.

// An authorized representative of the corporation identified below and have full authority to bind said corporation.

SUBMITTER: \_\_\_\_\_

(Type or Print Business Name and Address)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Type or Print Name and Title)

THE UNITED STATES OF AMERICA

\_\_\_\_\_ DATE: \_\_\_\_\_

(Signature)

### Attachment 4

## TYPEWRITER REPAIR AND LOCKSMITH SERVICES PROCEDURES TYPEWRITER REPAIR AND LOCKSMITH SERVICES

This attachment lists procedures used to obtain typewriter repair and/or locksmith services. MACDI 64-100 is to be used in conjunction with AMCI 64-102.

### **A4.1. APPLICABLE PHONE NUMBERS:**

<u>NUMBER</u>	<u>PURPOSE</u>
8-3815 ext 317	<b>Routine;</b> Voice Mail recorder for call-in of routine typewriter and locksmith service requests.
8-3815 ext 362, Primary	<b>Emergency;</b> These numbers are for emergency
8-3815 ext 316,	Secondary typewriter and locksmith service requests.

**NOTE:** An emergency is a "safe lock-out" or other situation which must be corrected as soon as possible or the mission would be affected.

### **A4.2. CALL-IN PROCEDURES:**

A4.2.1. The routine telephone line is available 24 hours a day for customer calls. The line is located in Building 149, Room 126. The recorded message requests the following information:

- A4.2.1.1. POC at the subject location;
- A4.2.1.2. Phone number;
- A4.2.1.3. Reason for request (list of problem(s) for either typewriter or locksmith service);
- A4.2.1.4. Typewriter serial number(s) which is/are required for service.

A4.2.2. There is no time limit on the voice mail recorder which allows customers sufficient time to explain their problem. Calls are taken off voice mail the next morning at 0730. Consequently, if a customer calls on Tuesday, it will be documented Wednesday morning. The routine line is not for emergencies. Customers requiring emergency service should call 8-3815, ext 349 or 316.

**NOTE:** For interior or exterior door locks and 5 button cipher locks, 6 CES is the responsible functional area. Please call their Customer Service Flight at 8-4296 to request service on these type locks.

### **A4.3. LOCKSMITH SERVICES:**

A4.3.1. There are two Blanket Purchase Agreements (BPA) established for locksmith services. These are generally for 6 ARW customer use. United States Special Operations Command, United States Central Command (USCENTCOM), Joint Communications Support Element, and the 6th Medical Group normally use the Government VISA (IMPAC) card when procuring locksmith service. Funding must be available prior to placing a service call. AF Form 616, Fund Cite Authorization, is the BPA funding vehicle.

A4.3.1.1. F08602-93-AOOO3, **Mike's Lock and Key**; specializing in safes, vaults, and door combination systems. His digital pager number is **932-8545**, Monday through Friday, and **271-0413** on weekends.

A4.3.1.2. F08602-94-AOO35, **Agnew's Locksmith Service**; primarily provides locksmith services for vehicle keys (Government), furniture, and cabinets. Agnew's is also a source for safes, vaults, and door combination locks. Agnew's is located adjacent to MacDill AFB. The telephone number is **837-1342**.

A4.3.2. In accordance with Security Police regulations, the user (customer) is responsible for security of a safe's contents while locksmith services are being performed. This includes combination changes.

A4.3.3. In addition to the two BPA holders, the following vendors provide locksmith services:

**A4.3.3.1. Jack's Mobile Locksmith Service, 831-5725**; Jack has completed several base projects in an acceptable manner. He is retired military and has access to the base. He resides close to the base.

**A4.3.3.2. Suncoast Safe & Lock, 882-3100**; will respond to an urgent request. They must be vouched onto the base through the Visitor's Center. Suncoast has performed successfully for USCENTCOM.

**A4.4. TYPEWRITER SERVICES:** The base has one typewriter repair BPA, F08602-94A0001. It is with Marlin Business Systems, Orlando, Florida. Their toll free number is 800-634-2921. Kathy Lenton is the owner/service call recorder. Mark Lenton is the service representative for the base. The procedure for obtaining typewriter service is the same as locksmith repair. The customer calls 8-3815, ext 317, and follows the voice mail directions. The contract specialist will review the typewriter BPA for current serial numbers and authorized users.

#### **A4.5. PROCEDURES:**

A4.5.1. AMC Form 313, Service Call Ticket, is used to document service call information for typewriter repairs and locksmith calls. The service call ticket is divided into self-explanatory blocks. The contract specialist will complete the form when taking the information from voice mail or from the customer, if by phone.

A4.5.2. After completing the top half of AMC Form 313, transfer typewriter calls to AMC Form 466, Service Call Ledger. The two locksmiths each have separate ledgers. The right hand column lists "call numbers". Each call number is in sequence from the previous call number, i.e., A133, A134, A135. Transfer the call number from the ledger to the Call Number block on the service call ticket.

A4.5.3. For **LOCKSMITH SERVICE**. The contract specialist will call the contractor and relay all necessary customer information. Mike's Locksmith Service procedure is to call the customer, make an appointment and subsequently pick up the service call ticket. Agnew's Locksmith Service will pick up the ticket after 0930 or when he is available. When the customer mission requires an emergency response, the request to the contractor should so state.

A4.5.4. For **TYPEWRITER SERVICE**. The typewriter technician will pick up service call tickets at approximately 1200 on the day after the request. The Service Call Ticket must be signed by the customer before the contractor's invoice can be paid. The customer's signature certifies that the work was accomplished acceptably.

**A4.6. RECEIVING REPORT.** After the contractor submits one original and three copies of their invoice(s) with service call tickets attached, the contract specialist completes a DD Form 250, Material Inspection and Receiving Report (original and three copies) (available in Formflow), Send the original DD 250, original invoice, and three copies of each to DFAS-Orlando/FPV. File the remaining copies in Tab C, AMC BPA folder. Deduct the invoiced amount from the Obligation Record on the reverse side of AF Form 616. List call numbers in the appropriate column and subtract each call amount from the "Available Balance" column.

**Attachment 5****PREVENTIVE MAINTENANCE AGREEMENT  
JUSTIFICATION LETTER**

1. Purchase Request number: \_\_\_\_\_

2. Equipment to be maintained: \_\_\_\_\_

3. Age of equipment: \_\_\_\_\_ Life expectancy of equipment: \_\_\_\_\_

4. Original equipment cost: \_\_\_\_\_ Replacement cost: \_\_\_\_\_

5. Location of equipment: \_\_\_\_\_

6. Historical frequency of repairs since equipment was placed into service: \_\_\_\_\_

7. Maintenance costs:

a. One time repair call out; (example; hourly rate or response time, etc.)

\_\_\_\_\_

b. Maintenance costs per year: \$ \_\_\_\_\_ Response time: \_\_\_\_\_

c. Justification for selecting method b over a: \_\_\_\_\_

8. Availability of similar type(s) of equipment that can be used during equipment failure or malfunction:

9. Name and number of person(s) who will be responsible to monitor the work performed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** Before submitting your renewal package, be sure to keep a copy of your purchase request package. If you have any questions, phone 8-3815, ext 316 or 320. Our FAX number is 8-3389. Send your FAX to the attention of "Small Services Element."

\_\_\_\_\_  
Signature of requester/Point of Contact (POC)  
and phone number

**Attachment 6****DOCUMENTS REQUIRED FOR SERVICE CONTRACT ACQUISITION**  
**(CONTRACT VALUE ESTIMATED TO EXCEED \$100K PER YEAR)**

**A6.1.** A complete package, to include as a minimum the following documents and information:

A6.1.1. A funded AF Form 9 reflecting the estimated cost. Note: For succeeding fiscal year requirements, an unfunded AF Form 9, coordinated with 6 CPTS/FMA and liaison office, is acceptable to initiate the acquisition.

A6.1.2. Performance Work Statement (PWS) prepared in accordance with AFMAN 64-108. The Services Flight and/or the QAEPC will assist in explaining how to prepare a PWS.

A6.1.3. Suggested "Bid Schedule" based on historical and projected estimates of work. The bid schedule should reflect the Government Estimate stated on the AF Form 9.

A6.1.4. Quality Assurance Surveillance Plan outlining the method and frequency of contract surveillance.

A6.1.5. Nomination letter for Primary and Alternate Quality Assurance Evaluators (QAE) assigned to the project (must be nominated by the Functional Area Chief).

A6.1.6. Technical Exhibits/CDRLs/DIDS (which are attached to the PWS, as explained in AFMAN 64-108). Technical exhibits list such things as government furnished property/equipment/material; contractor furnished supplies/equipment/material; any other data necessary to elicit accurate bids/proposals.

A6.1.7. Sole Source Justification letter if only one source is to be solicited.

A6.1.8. Processed and approved DD 254, DOD Contract Security Classification Specification, if security clearances are required by the contractor/employees.

A6.1.9. Economic Analysis (see example on page 4 of this attachment) performed by 6 CPTS/FMA (8-4567) for equipment leases expected to last longer than 60 days.

A6.1.10. List (on AF Form 9 or separate letter) anticipated start date of performance and length need (service contracts are written for one year with a maximum of four unilateral options available).

A6.1.11. If not obvious by the nature of the service, list job/discipline categories for which Department of Labor wage classifications will be needed.

A6.1.12. If permits/licenses or other specialized requirements will be necessary, list those in the PWS or separate letter.

A6.1.13. Ozone Depleting Substances Certification (or Waiver) (see page 3).

A6.1.14. State your desired method of acquisition: Sealed Bid; Request for Proposal (for RFPS, include letter listing the Technical Evaluation Team members and provide the Technical Evaluation Factors and Plan).

A6.1.15. For those requirements that may displace Government employees, written coordination with the Manpower Office (6 ARW/MO) and the 6th Mission Support Squadron, Civilian Personnel (6 MSS/DPC), is required before a package will be accepted in 6 CONS/LGCV.



**A6.2.** For those requirements that are not considered "recurring services", AFMAN 64-108 may not apply. If the Services Flight determines that AFMAN 64-108 does not apply, the following documents would be substituted for those applicable documents discussed above.

A6.2.1. Statement of Work instead of a PWS.

A6.2.2. Quality Assurance Inspection Checklist as simple or as complex as the service dictates.

A6.2.3. Letter appointing Inspector/QAE/COR/COTR.

A6.2.4. Technical Exhibits/CDRLs/DIDs as required.

**CERTIFICATION  
REGARDING  
OZONE DEPLETING SUBSTANCES**

Solicitation No.:

Project Title:

1. As a representative of the requiring activity, I certify that the submitted requirement package for the aforementioned solicitation complies with the Air Force policy stated below:

**ELIMINATION OF CLASS I OZONE DEPLETING SUBSTANCES IN AIR FORCE PROCUREMENTS (AFFAR SUPP 5323.890)**

a. It is the Air Force policy to eliminate the use of Class I Ozone Depleting Substances (ODS) in all Air Force procurements. Contracts awarded or modified on or after 1 June 1993 by Air Force contracting activities:

(1) May not include any specification, standard, drawing, or other document that requires the use of a Class I ODS in the design, manufacture, test, operation, or maintenance of any system, subsystem, item, component, or process;

(2) May not include any specification, standard, drawing, or other document that establishes a requirement that can only be met by use of a Class I ODS; and

(3) May not require the delivery of any item of supply that contains a Class I ODS or any service that includes the use of a Class I ODS.

b. Class I ODS include those identified in Air Force Chief of Staff/Secretary of the Air Force letter, Air Force Ban on Purchase of Ozone Depleting Chemicals, dated 7 January 1993.

2. If there is a change in my requirement after contract award, I shall notify the contracting officer if any additional Class I ODS have been required in the performance of the eventual contract or will be delivered as part of the end item(s) or service(s) under the eventual contract.

3. Using Activity Certification:

I have reviewed the requirement including available technical documentation, and believe that it does not require the contractor to use Class I Ozone Depleting Substances (ODS) identified in Air Force policy, nor is it written so that it can only be met by the use of a Class I ODS.

---

(Signature of POC)

---

(Date)

## Attachment 7

### **VISA CARD - INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD** **(IMPAC)**

These procedures apply to approving officials and cardholders. In accordance with AMC Federal Acquisition Regulation Supplement, authority is given to contracting squadron commanders to issue VISA cards and appoint approving authorities in support of the IMPAC program.

**A7.1. INTRODUCTION:** The General Services Administration (GSA), Federal Supply Service, awards a single schedule contract for Government-wide Commercial Credit Card Service to a financial institution such as Rocky Mountain Bank Card System, Inc. (RMBCS). The contract provides commercial credit cards and associated services to military members and federal employees to pay for official Government purchases.

A7.1.1. The U.S. Air Force (USAF) IMPAC Internal Procedures, the "Instructions for the Use of the U.S. Government Credit Card" is distributed to the cardholders

A7.1.2. "Approving Official Instructions for the Use of the U.S. Government Credit Card" is issued to the approving officials

A7.1.3. In the event there is a conflict between the AMC Policy Letter for IMPAC, the USAF Internal Procedures for IMPAC, and the instructions provided by Rocky Mountain Bank Card System, the contracting activity will submit a written request for resolution of the conflict to the AMC Program Coordinator.

### **A7.2. DEFINITIONS:**

A7.2.1. A **financial institution** such as RMBCS maintains all IMPAC accounts, issues VISA cards, sends monthly statements to cardholders, approving officials, and finance offices, pays merchants in a timely manner, and receives reimbursement from the appropriate defense accounting office.

A7.2.2. International Merchant Purchase Authorization Card (IMPAC): IMPAC is the official Government-wide credit card. The abbreviation "I.M.P.A C." is printed on all credit cards and will also appear on most forms provided by the financial institution.

A7.2.3. Cardholder: The cardholder is the individual to whom the VISA card is issued. The card bears this person's name and may only be used by the cardholder to pay for authorized U.S. Government purchases in compliance with the Federal Acquisition Regulation (FAR), and applicable DOD regulations and procedures.

A7.2.4. Approving Official: The cardholder's resource manager or a higher level official shall be the approving official. A cardholder cannot be his/her own approving official, nor can anyone be an approving official for his/her immediate supervisor. An alternate approving official shall be designated to avoid statement processing delays and late payment penalties. The approving official has authority to request that the Installation IMPAC Program Coordinator instruct the financial institution to cancel an IMPAC at any time.

A7.2.5. Head of the Contracting Activity (HCA): In accordance with AMC FAR Supplement, HCA authority has been delegated to the Director of Contracting, HQ AMC/LGC. In accordance with AMC

FAR Supplement 5313.120-5(a), HQ AMC/LGC has delegated authority to contracting squadron commanders to issue IMPAC delegations of authority.

A7.2.6. Statement of Account: The Statement of Account is a monthly billing from the financial institution reflecting authorized purchases made by the cardholders

A7.2.7. Servicing Contracting Office (SCO): The SCO is the activity responsible for local purchase support to the cardholder's organization. The SCO processes IMPAC applications, issues delegations of contracting authority, establishes reports, and provides mandatory IMPAC training and surveillance. The SCO is the revocation authority of IMPAC privileges for individuals who violate IMPAC procedures. The SCO is the primary point of contact for all of the installation's business with the financial institution.

A7.2.8. Accounting and Finance Office (AFO or DFAS-OR as appropriate): The AFO or DFAS, as applicable, at a given location, helps train cardholders and approving officials on funding document maintenance, account certification, and billing procedures. The AFO/DFAS certifies fund availability, makes payment after the approving official certifies monthly statements, maintains required accounting records, and processes refunds and rebates.

A7.2.9. Dispute Office: The SCO coordinates and monitors all disputed purchases, credits, or billing errors.

A7.2.10. Agency Program Coordinator: The Air Force Program Coordinator administers the USAF IMPAC Program, furnishes guidelines for USAF implementation, and serves as the liaison among the USAF, the financial institution, and the GSA contracting officer. Changes and deviations to USAF IMPAC procedures must be approved by SAF/AQCO.

A7.2.11. MAJCOM/FOA IMPAC Program Coordinator (GSA calls this the Organization Program Coordinator): The AMC IMPAC Program Coordinator is the HCA's point of contact for Installation IMPAC Program Coordinators. The AMC IMPAC Coordinator administers the AMC IMPAC Program, furnishes guidelines for AMC implementation, and serves as the liaison between AMC, USAF, the financial institution, and the GSA contracting officer. Field communications with the Air Force Program Coordinator shall be coordinated through the AMC IMPAC Program Coordinator.

A7.2.12. Installation IMPAC Program Coordinator: This individual functions as the SCO's point of contact to provide local IMPAC establishment, training, and surveillance. He/she is the primary point of contact with the financial institution on matters concerning the installation, such as late payments or problems with IMPAC cardholders.

A7.2.13. Chief of Supply (LGS): The LGS is the installation supply accountability officer. He/she confirms assets are not available off-the-shelf, verifies that the item is on the units Allowance Standards, and establishes required equipment accountability. For installations that use Logistics Management Control Activities (LMCAs), cardholders may contact the LMCA instead of the LGS.

A7.2.14. Merchant Type Code: The financial institution categorizes each merchant according to the type of business in which the merchant is engaged, and the type of goods and services provided. The financial institution then assigns each merchant a corresponding "merchant type code." These codes are assigned as "activity codes" on the cardholder's VISA card to identify merchants from which the particular cardholder is not authorized to purchase. The codes assigned to cardholders shall be tailored to reflect their duties and the mission of their unit.

### A7.3. USE OF THE IMPAC :

A7.3.1. The VISA card may be used to purchase supplies and nonpersonal services in accordance with FAR Part 13 and IMPAC program directives. VISA card purchase of supplies shall be limited to expendable supplies. The card may be used to purchase equipment which is authorized for local purchase by applicable regulations.

A7.3.2. The DoD Financial Management Regulation, para 120401(B), restricts VISA card use to "small transactions, one delivery and one payment, off-the-shelf items, and small repairs." The VISA card may be used in lieu of a Standard Form 44, Purchase Order - Invoice Voucher. It may be cited as the method of payment on purchase orders. VISA cards may be used to pay for orders placed against established sources of supply when authorized by the pertinent contract or regulation. DFAS-R 177-102, para 21-74(d)(4) prohibits selling or reissuing items obtained with the VISA card unless written approval is received from DFAS-DE/ANAA.

A7.3.3. The VISA card can be used to pay for supplies or nonpersonal services acquired using oral solicitation procedures. **Without exception, the VISA card shall only be used to pay for authorized U.S. Government purchases.**

A7.3.4. Cardholders shall contact the agencies listed in paragraphs 9C(8) and (9) to ensure IMPAC transactions are authorized for local purchase, not available on base, and are accounted for properly. Supply procedures for VISA card purchases are published in AFM 23-110 and MAJCOM supplements to AFM 23-110.

A7.3.5. The IMPAC may not be used to pay for supplies or services that are restricted to the "official travel" purchase card (e.g., any travel costs to include meals, lodging, and transportation).

A7.3.6. THE IMPAC SHALL NOT BE USED FOR CASH ADVANCES AT ANY TIME.

### A7.4. ESTABLISHING THE IMPAC ACCOUNT:

A7.4.1. Customers prepare a written request for establishing an IMPAC account. The request should identify customer requirements for purchase of supplies or nonpersonal services and designate the proposed cardholder and approving official. The customer should schedule the cardholder and approving official for training from the SCO. The customer processes an AF Form 616, Fund Cite Authority, through 6 CPTS. Normally, a separate AF Form 616 is issued for each approving official. Forward request letter and funded AF Form 616 to the SCO for processing by the Installation IMPAC Program Coordinator.

A7.4.2. The Installation IMPAC Program Coordinator furnishes a written response to the requesting activity within 20 calendar days. Projected training dates are provided with all approved requests. Disapprovals shall explain the rationale for denial and be signed by the contracting squadron commander.

A7.4.3. The single purchase dollar limit, monthly cardholder dollar limit and monthly unit limit shall be established based on the maximum dollar limit stated on the AF Form 616.

A7.4.4. The maximum dollar limit stated on the AF Form 616 shall be the sum of all monthly cardholder limits under an approving official multiplied by the number of months remaining until expiration of the AF Form 616. The servicing accounting and finance office certifies funds availability on the AF Form 616 and returns the form to the approving official. The servicing accounting and finance office establishes the AF Form 616 expiration date and supplements instructions on the form to fit local accounting procedures. Once the AF Form 616 has been closed for the year, no further purchases

can be made with the IMPAC. Requirements after the AF Form 616 is closed must be purchased through base supply or via AF Form 9.

A7.4.5. The financial institution provides the Installation IMPAC Program Coordinator with all necessary forms (cardholder, approving official, disputes, destruction notice, etc.). The Installation IMPAC Program Coordinator distributes the forms, as needed, to requesting organizations. The requesting organization returns the completed form(s) and a draft of the delegation of authority letter for the proposed cardholder to the Installation IMPAC Program Coordinator. Optionally, the Installation IMPAC Program Coordinator may complete the form(s). The Installation IMPAC Program Coordinator ensures their name is listed on all forms as the primary point of contact for the installation. He/she forwards the required documentation to the financial institution after the IMPAC dollar limits are established and the cardholder is trained. The completed delegation of authority letter is forwarded to the cardholder at that time.

A7.4.6. The financial institution mails the IMPAC Program VISA card to the cardholder or designated distribution point within 10 working days after its receipt of the cardholder's account set-up information (or within 2 working days, if electronically transmitted to the financial institution).

A7.4.7. The financial institution can provide various reports to meet management and administrative needs. During the account setup and training process, the approving official may review the various reports available and submit requirements to the installation IMPAC Program Coordinator.

**A7.5. DELEGATION OF AUTHORITY.** In accordance with FAR Supplement, HQ AMC/LGC has delegated authority to contracting squadron commanders to issue delegations of authority for IMPAC. Contracting squadron commanders:

A7.5.1. May issue written delegations of authority for VISA card purchases, subject to the following thresholds for single purchase limits (a sample delegation of authority is provided in the financial institution handbook):

A7.5.1.1. Personnel not assigned to a contracting office shall not be delegated authority to use the VISA card for single purchase transactions in excess of \$2,500.

A7.5.1.2. Warranted contracting officers and other designated contracting/purchasing personnel shall not be delegated authority to use the VISA card for transactions over the simplified acquisition threshold.

A7.5.2. Shall ensure IMPAC implementation is coordinated with the servicing accounting and finance office.

## **A7.6. TRAINING REQUIREMENTS:**

A7.6.1. Individuals delegated procurement authority (cardholder and approving officials) become procurement officials as defined under Section 27 of the Office of Federal Procurement Policy Act, if they intend to purchase over \$20,000 in any 12-month period (see FAR 13.603). They must receive procurement ethics training and comply with FAR 3.104-12. A base legal office (SJA) representative conducts this training.

A7.6.2. Prior to issuance of a VISA card, the prospective cardholder and the cognizant approving official must receive an orientation in the following areas:

A7.6.2.1. AMC IMPAC Program Policy.

A7.6.2.2. Cardholder and Approving Official responsibilities.

A7.6.2.2.1. Cardholder Guide. The financial institution has developed a guide for cardholders covering many of the IMPAC Program operating procedures. This guide should be given to each cardholder at the conclusion of the training session.

A7.6.2.2.2. Approving Official Guide. The financial institution has developed a guide for approving officials containing IMPAC Program procedures relating to approving officials. Each approving official should receive a copy of this guide at the conclusion of the training session.

A7.6.2.2.3. Federal Supply Service schedule requirements.

A7.6.2.2.4. Funding document maintenance, account certification, and billing procedures.

A7.6.3. In addition, prospective cardholders must successfully complete one of the following elements:

A7.6.3.1. Defense Small Purchase Course (or equivalent).

A7.6.3.2. Management of Defense Acquisition Contracts (Basic) (or equivalent).

A7.6.3.3. Specially developed training to include (as a minimum) coverage of the following essential:

A7.6.3.3.1. Federal, defense, and departmental acquisition regulations, policies, and procedures.

A7.6.3.3.2. Competition and price reasonableness.

A7.6.3.3.3. Documentation requirements.

A7.6.3.3.4. Prohibition against splitting requirements.

A7.6.3.3.5. Required sources of supplies and services, and order of precedence of sources as prescribed in FAR, Part 8, and DFARS 208.

A7.6.3.3.6. Rotation of sources.

A7.6.3.3.7. Purchase of equipment items, allowance standards, and placing equipment items on an organizational account after receipt. Base Supply should provide an instructor for this portion of the training.

A7.6.3.3.8. Financial Management Training. Includes training on AF Form 616 procedures; funding control; approving official's accounting responsibilities, etc. A Financial Services representative should provide this portion of the training.

A7.6.4. The length of the required orientation and/or specially developed training sessions shall be established by the contracting squadron commander. A minimum of eight hours is recommended for those individuals who have not previously completed formal training in small purchases/contracts. At the discretion of the contracting squadron commander, contracting officers, senior procurement personnel, or other qualified personnel shall supervise the orientation/training.

A7.6.5. All trainees should sign a statement of training certifying that: they have received IMPAC Program training; they understand the training provided; they have been provided IMPAC training materials that can be utilized for future reference; and that they understand the penalties associated



with misuse of the card. A sample training record is provided in the financial institution handbook. This document shall be retained by the Installation IMPAC Program Coordinator.

**A7.7. DOLLAR LIMITS ASSOCIATED WITH THE IMPAC PROGRAM.** Use of the VISA card is subject to a single purchase limit, a monthly cardholder limit, and a monthly office limit.

A7.7.1. Single Purchase Limit: This limit establishes a threshold on purchasing authority delegated to the cardholder by the contracting squadron commander. This limit cannot be exceeded unless a revised delegation of authority is issued by the contracting squadron commander. A "single purchase" using the card may include multiple items. However, no single purchase may exceed the authorized single purchase limit established for each cardholders. The single purchase limits will be entered in increments of \$50.

A7.7.2. Monthly Cardholder Limit: This is a budgetary spending limit imposed by the approving official on a cardholder's cumulative purchases in a given month. It is the sum of unbilled prior-month purchases, plus prior month disputed payments carried forward, plus current month purchases. The total dollar value of the cardholder's VISA card purchases for any single month shall not exceed this limit.

A7.7.3. Monthly Office Limit: This is a budgetary limit established by the approving official of the activity using the IMPAC Program. It shall equal the sum of all organizational cardholders' monthly purchase limits and shall reflect spending history as well as budgetary trends. The total dollar value of purchases made with the VISA card shall not exceed the monthly office limit established by the approving official.

**A7.8. REFUNDS OR REBATES.** During the year, the financial institution may provide a rebate based on sales and prompt payments. This rebate will be returned to the paying accounting and finance office. It shall be processed as an appropriation refund if the appropriation originally charged can be identified. If the original appropriation cannot be identified, the rebate shall be processed as a miscellaneous receipt credited to receipt Account 57 3210.9999.

**A7.9. REBATES, REFUNDS, DISCOUNTS, AND COUPONS.** Any of these received from a vendor while conducting an official VISA card purchase will be applied to official government VISA card transactions only. The individual cardholder is not to profit from an official government IMPAC Program purchase.

**A7.10. AUTHORIZED USE OF THE IMPAC:**

A7.10.1. The unique IMPAC Visa card has the cardholder's name embossed on it and may be used ONLY by that person. The IMPAC was specially imprinted with the Great Seal of the United States and the words "United States of America" to avoid being mistaken for a personal credit card.

A7.10.2. Before issuing the VISA card, the Installation IMPAC Program Coordinator determines the correct merchant activity type code to assign to the card by reviewing the types of purchases identified on the organizations justification and by coordinating with the approving official. The codes are incorporated into the VISA card. If a merchant seeks a purchase authorization, the financial institution authorization system will check the cardholder's single purchase limit and monthly cardholder limit, the approving officials office limit and the type of merchant where the cardholder is making a purchase. This occurs before authorization for that transaction will be granted. Cardholders will not be

assigned the Merchant Activity Type Code "000" unless specific written justification exists for this unrestricted code (normally for deployed contingency contracting support by contracting personnel).

A7.10.3. Use of the VISA card must meet the following conditions:

A7.10.3.1. The total of a single purchase may be comprised of multiple items, but it cannot exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit is exceeded. Purchases shall not be split to stay within the single purchase limit.

A7.10.3.2. All items purchased over-the-counter must be available within one billing cycle. Back-ordering is not authorized. The item must be received or the service completed before the item appears on a statement of account.

A7.10.3.3. All items purchased by telephone and paid for using the VISA card must be delivered by the merchant within the 30-day billing cycle. The order shall not be placed without this assurance.

A7.10.3.4. All items purchased during one telephone transaction, that will not be confirmed by a written order, must be delivered in a single delivery. If an item is not available immediately, back-ordering is not authorized.

A7.10.3.5. When purchasing items by either phone or over-the-counter, the cardholder shall inform the merchant that the purchase is for official Government purposes. Therefore, it is not subject to state or local sales tax. The card will be imprinted with "US Gov't Tax Exempt" for additional clarification. The financial institution will emboss tax exempt numbers on the VISA card upon request.

A7.10.3.6. Cardholders will provide the following information to the 6 SUPS/LGSPC prior to purchasing supplies with the VISA card: part number, quantity, applicable national stock number (if known), and a complete description of supplies requested (necessary to determine whether the item or a substitute is already in stock). The purpose of cardholders contacting the 6 SUPS/LGS prior to making purchases is to ensure available base supply stock is utilized before additional purchases are made, and that equipment items purchased with the VISA card are accounted for on custodian records.

A7.10.3.7. Cardholders shall keep a log of all contacts with 6 SUPS/LGSPC. The log will include the name of the individual requesting the item, the name of the individual contacted at base supply, the item requested, and item availability. The log will also document service purchases. The approving official will review the log monthly to ensure that recurring items or services more appropriately purchased through other contracting methods are not obtained via the VISA card. For recurring requirements other than low dollar supplies, another contracting method is more appropriate and should be used to ensure the Air Force gets the best value. A sample log is provided in the financial institution handbook.

A7.10.3.8. Prior to contacting 6 SUPS/LGS, requests for the following commodities require written approval from the specified controlling agency:

A7.10.3.8.1. Potentially Hazardous Materials (e.g., solvents, pesticides, refrigerants)--Base Bioenvironmental Engineer and the hazardous materiel (HAZMART) pharmacy. Items must be barcoded and processed through the tracking system.

A7.10.3.8.2. Civil Engineer Supplies and Real Property Installed Equipment-Base Civil Engineer. Civil Engineer-peculiar items will be purchased only by Civil Engineer personnel. VISA card purchases of Civil Engineer type items will be made only to satisfy emergency or urgent requirements that cannot be provided on time through COCESS/GOCESS supply channels.

A7.10.3.8.3. Communication and Computer Equipment and Software--6th Communications Squadron.

A7.10.3.8.4. Supplies for resale or reissue--DFAS-DE/ANAA.

A7.10.3.8.5. Books, audio, and video materials-Base librarian. (Note: Periodicals do not meet VISA card delivery requirements.)

A7.10.3.8.6. Medical Items-Medical Supply Officer.

A7.10.3.8.7. Paid Advertisements-Appropriate authority in AFFARS 5305.502 and the AMC FAR Supplement.

A7.10.3.9. Cardholders shall not purchase supplies without prior confirmation that the item or an acceptable substitute is not available off-the-shelf from the 6 SUPS (purchase log documentation of verbal confirmation is acceptable). Medical items require written approval from the medical supply officer.

A7.10.3.10. Purchase of nonexpendable equipment/supplies is not permitted unless approved in advance by the base supply customer service element.

A7.10.3.11. Before acquiring repair services for office equipment, the cardholder shall contact 6 CONS/LGCV to verify that the repair is not already covered by an existing contract. The name of the person contacted at base contracting shall be entered on the IMPAC purchase log.

A7.10.3.12. Items or services involving the use or delivery of Class I Ozone Depleting Substances shall not be purchased with the VISA card unless a waiver has been approved. Waiver requirements are set forth in AFFARS 5310.002-71(90) (available in the contracting office), and HQ USAF/CVA memo, dated 14 Jul 93, Air Force Ozone Depleting Chemical Interim Waiver Application, Approval Procedures, and Reporting Requirements (available in local civil engineer and logistics offices).

**A7.11. UNAUTHORIZED USE OF THE VISA CARD.** The card shall not be used for the following:

A7.11.1. Cash Advances. Cash advances from banks and automated teller machines are prohibited under the IMPAC credit card program;

A7.11.2. Rental of motor vehicles unless the rental is authorized in writing by the transportation squadron commander, or his representative, and is not associated with travel or temporary duty covered by travel orders;

A7.11.3. Lease of motor vehicles;

A7.11.4. Rentals or lease of land or buildings;

A7.11.5. Purchase of airline, bus, train, or other travel-related tickets;

A7.11.6. Purchase of meals, drinks, lodging, or other travel or subsistence;

A7.11.7. Purchase of aviation, diesel, or gasoline fuel or oil for aircraft and motorized vehicles;

A7.11.8. Repair of leased vehicles;

A7.11.9. Purchase of telecommunications services and telephone equipment (unless purchased by personnel assigned to the communications squadron);

A7.11.10. Purchase of items directly related and identifiable to technical orders of a weapon system or related support equipment, war reserve requirements, and hazardous/dangerous items (e.g., explosives, munitions, and toxins);

A7.11.11. Items determined hazardous by the base bioenvironmental engineer (unless purchased by personnel assigned to the HAZMART pharmacy);

A7.11.12. Construction of any kind, unless approved by 6 CONS/LGCC and coordinated through 6 CE.

A7.11.13. Personal clothing or footwear, except in emergency situations when required for safety, or when paid for with appropriated funds in accordance with authorized allowance standards;

A7.11.14. Purchase of supplies or services available from a required source of supply (i.e., Federal Prison Industries, NIB/NISH, etc.);

A7.11.15. Personal services;

A7.11.16. Items with special security characteristics;

A7.11.17. Telephone calls;

A7.11.18. Purchase of supplies or services available from requirements contracts (i.e., Desktop IV, COPARS, COCESS, etc.);

**A7.12. USE OF THE IMPAC FOR CONTINGENCY/EXERCISE OPERATIONS.** With the exception of the information contained in paragraph 11, all other AMC IMPAC policy letter procedures apply to contingency/exercise operations.

A7.12.1. Warranted contingency contracting officers are authorized to use the VISA card in contingency/exercise operations. When establishing an account for this purpose, each warranted contingency contracting officer should have a card ready for use when deployed. The approving official in each case will be the contracting squadron commander/base contracting officer.

A7.12.2. In a contingency/exercise operation, the VISA card will not be used for the following:

A7.12.2.1. Cash advances;

A7.12.2.2. Rental or lease of land or buildings;

A7.12.2.3. Telecommunications (telephone) services;

A7.12.2.4. All travel-related expenses (e.g., rental or lease of motor vehicles, purchase of meals, drinks, lodging, or transportation tickets) that would be identified on a person's travel voucher for reimbursement;

A7.12.2.5. Personal or professional services;

A7.12.2.6. Telephone calls.

A7.12.3. Coordination delineated in this attachment is not required during contingency/exercise/deployment operations.

A7.12.3.1. A single purchase limit may be established up to \$200,000 to cover written orders supported by a DD Form 1155, awarded and performed outside the United States in support of a contingency operation declared by the Secretary of Defense, in accordance with DFARS 213.000. The monthly cardholder limit and monthly office limit will be established by the contracting squadron commander.

A7.12.3.2. Monthly statements will be sent to the contracting squadron/office where the cardholder is permanently assigned. In cases where the cardholder is deployed for an extended period of time, the cardholder's monthly statement will be transmitted to the cardholder by telefax. The cardholder will reconcile the statement and transmit the statement by telefax to the approving official within the established time period. The approving official will then comply with normal IMPAC Program procedures.

A7.12.3.3. If the contingency contracting officer and finance personnel are deployed from different bases, a copy of the AF Form 616 shall be provided to the contingency contracting officer's approving official. The AF Form 616 shall be closely monitored by both the approving official and finance personnel and reconciled each month.

A7.12.3.4. A funded and certified AF Form 616 is not required before VISA cards are requested for warranted contingency contracting officers. However, a funded AF Form 616 shall be certified prior to an actual deployment or any use of the card.

**A7.13. INSTRUCTIONS FOR PROCESSING VIOLATIONS OF THE IMPAC PROGRAM.** If, as a result of findings from a surveillance visit or by any other means, it is discovered that the cardholder is in violation of the procedures contained herein, the following actions will be initiated:

A7.13.1. A letter signed by the contracting squadron commander (or equivalent) will be sent to the cardholder's commander, with a copy provided to the cardholder and approving official, stating that a violation (described) was discovered or is occurring; that the single purchase limitation for that particular cardholder has been reduced to \$0.00; that this limitation will remain in effect until (1) the cardholder's commander takes appropriate action against the cardholders and (2) the cardholder receives remedial training on the AMC IMPAC policy letter procedures; that after these actions have been accomplished, the monthly purchase limitation will be changed to reflect the previously requested amount; and that further offenses will be grounds to revoke IMPAC Program privileges for that cardholders

A7.13.2. The Installation IMPAC Program Coordinator will take appropriate action with the financial institution to change the cardholder's monthly purchase limitation as described above.

**A7.14. IMPAC PROGRAM SURVEILLANCE REQUIREMENTS.** Surveillance of each cardholder will be accomplished by the Installation IMPAC Program Coordinator at least annually, or more frequently as determined by the contracting squadron commander. Recommend newly appointed cardholders be surveilled after the first 3 months to ensure they are conducting IMPAC transactions in accordance with proper procedures. The surveillance guide at Exhibit 3 will be used to accomplish the surveillance. Surveillance results will be maintained on file in the contracting office. Copies of the surveillance results will be forwarded to the cardholders organizational commander, the approving official, and the cardholders. The Installation IMPAC Program Coordinator will meet with the cardholder to discuss each finding of noncompliance. Surveillance of IMPAC purchases made during contingency/exercise operations will occur immediately after the termination of the contingency/exercise.

**Attachment 8****CERTIFICATE OF SERVICES LETTER**

(Receiving report; or use DD 250 or signed contract document, SF 1449)

SAMPLE

(Date)

MEMORANDUM FOR DFAS/FVP, Orlando, FL (or other appropriate paying office)

FROM: (Requesting Activity)

SUTBJECT: Certificate of Services

This is to certify that (Company Name) has satisfactorily completed the service on Contract No. for (describe services provided) as of (date) in strict accordance with terms and conditions of the contract.

---

(Signature of QAE/Inspector and Title)

cc: 6 CONS/LGCV

## Attachment 9

**JUSTIFICATION FOR OTHER THAN FULL AND OPEN  
COMPETITION  
(FOR OVER \$100,000)**

**I. CONTRACTING SQUADRON:** Specify the contracting organization responsible for the action. (OPR: Contracting)

**II. NATURE OF THE ACTION BEING APPROVED:** Sole source, brand name, emergency, or any combination. (OPR: Requesting Activity)

**III. DESCRIPTION OF SUPPLIES AND SERVICES:** Specifically describe the supplies/services/construction to be purchased. Include the estimated total value. (OPR: Requesting Activity)

**IV. AUTHORITY:** Identify the statutory authority and applicable FAR 6.302 citation permitting other than full and open competition. (See Item IX) (OPR: Requesting Activity)

**V. APPLICABILITY OF AUTHORITY:** Describe why a proposed contractor's unique qualification or the nature of the requirement dictates use of the authority cited in IV above (applicable to sole source or brand name only). Describe the harm to the Government that would result if the contract were awarded to a vendor other than that which is being suggested. (OPR: Requesting Activity)

**VI. EFFORTS TO OBTAIN COMPETITION:** A description of efforts made to ensure offers are solicited from as many sources as practicable. Include whether or not a CBD notice was or will be publicized. If not synopsized, cite appropriate exception under FAR 5.202. (OPR: Contracting)

**VII. FAIR AND REASONABLE COST:** A determination by the contracting officer that anticipated cost to the government will be fair and reasonable. Summarize the steps taken (or to be taken) that form the basis for this determination. (OPR: Contracting)

**VIII. MARKET SURVEY:** Describe the market survey (FAR 10) conducted to identify all qualified sources. If a survey was not conducted, describe why it was not. (OPR: Requesting Activity)

**IX. OTHER FACTS (AS APPLICABLE):**

A. Acquisition and Data Availability: Explain why technical data packages, specifications, engineering descriptions, statements of work, or purchase description suitable for full and open competition have not been developed.

B. Follow-On Contracts: When FAR 6.302-1(b)(2) (10 USC 2304(c)(2)) is cited as the basis for justification, include an estimate of the cost that would be duplicated on the basis and derivation of the estimate.

C. Unusual and Compelling Urgency: When FAR 6.302-2 (10 USC 2304(c)(2)) is the basis for justification, provide data, estimated cost, or other rationale as to the nature and extent of the harm to the government. (OPR: Requesting Activity)

**X. INTERESTED SOURCES:** Include a listing of the sources, if any, that expressed written interest in the acquisition. (OPR: Contracting)

**XI. STEPS TO FOSTER COMPETITION:** A statement of the actions taken (or to be taken) to foster competition on subsequent acquisitions for the supplies or service required. Include a description of the actions, if any, that the agency could take to remove or overcome any barriers to competition that became apparent through the proposed acquisition. (OPR: Requesting Activity)

**XII. TECHNICAL/REQUIREMENTS PERSONNEL CERTIFICATION:** Include a statement that any supporting data is the responsibility of technical or requirements personnel and which forms a basis for the justification has been certified as complete and accurate by the technical or requirements personnel. Add statement: I certify that the information contained in this justification is accurate and complete. Signed: Technical or requirement personnel preparing justification. (OPR: Requesting Activity)

**XIII. CONTRACTING OFFICER'S CERTIFICATION:** Include a statement to the effect that the contracting officer's signature on the cover sheet represents a certification that the justification is accurate and complete to the best of the contracting officer's knowledge and belief (OPR: Contracting)



JUSTIFICATION REVIEW DOCUMENT

ORGANIZATION\_\_\_\_\_

REQUIREMENT\_\_\_\_\_

AUTHORITY

REQUESTOR\_\_\_\_\_

FUNCTIONAL

FLIGHT

CHIEF\_\_\_\_\_

DATE

BUYER\_\_\_\_\_

DATE

CONTRACTING

OFFICER\_\_\_\_\_

DATE

LOCAL

SJA\_\_\_\_\_

DATE

DIRECTOR OF CONTRACT

OPERATIONS\_\_\_\_\_

DATE

COMMANDER

CONTRACTING

SQUADRON \_\_\_\_\_

DATE

LOCAL COMPETITION ADVOCATE

\_\_\_\_\_  
DATE

**Attachment 10**

**JUSTIFICATION FOR OTHER THAN FULL AND OPEN  
COMPETITION**  
**(FOR USE BETWEEN \$2500 AND \$100,000)**

When the requiring activity specifies only one source is to be solicited, the contracting officer shall obtain from the requiring activity a justification containing, as appropriate, the following information:

**A10.1.** A brief non-technical description of the supplies/services to be acquired. Include a statement as to the general application of the supply/service.

**A10.2.** A clear, concise statement of the facts justifying the award of a sole source contract. For example:

A10.2.1. If the justification is urgency, then the time constraint and the reason why only one contractor can meet the requirement shall be explained; and/or

A10.2.2. If the justification is the unique capabilities possessed by only one contractor, then state the reasons why no other contractor has or can obtain these capabilities and why these capabilities are essential for contract performance.

**A10.3.** A statement that the proposed sole source is the only known source that can satisfy the Government's requirement. However, statements such as "No other sources are considered qualified" shall not be considered a basis for sole source justification; and

**A10.4.** A statement of actions to be taken by the requiring activity to preclude the necessity for future sole source acquisitions of the same supplies/services (e.g., conducting a market survey to determine potential future sources).

**A10.5.** The contracting officer is the final authority for determining the adequacy of any sole source justification and must approve it before contract placement.

**Attachment 11****SAMPLE BRAND NAME LETTER**

MEMORANDUM FOR 6 CONS/Appropriate Flight

FROM: (Staff Agency Office Symbol and Name and Telephone Number)

SUBJECT: Brand Name Request (Brand Name)

1. A complete justification of why this particular brand specified is the only brand that will fulfill your requirements.
2. Normally, component parts of presently owned equipment and, in certain situations, replacement items used when replacing an entire ceiling, walls, floors, etc., in order to maintain decor and satisfactory appearance, meets this criteria. However, some component parts or replacement parts do not automatically fall within these two categories (i.e., light bulbs, certain paint colors, etc.). If item is a component part, you must identify the end item and explain why you believe no other brand would be acceptable. Personal convenience or preference is not sufficient justification for a brand name item.
- \*3. In conjunction with the above, the initiator is responsible for ensuring adequate research has been accomplished to determine an acceptable substitute brand is not available. A library is located in Base Supply to assist in research.
4. A statement to the effect that the required research has been accomplished. This statement should read as follows: I certify that all possible research to find a competitive brand has been exhausted within time limits available to meet the assigned priority and no other will suffice.
5. Repetitive purchases of the same brand name require a new brand name justification with each purchase request.

SIGNATURE OF HEAD OF STAFF AGENCY or APPROPRIATE DESIGNEE

\* If the requirement is submitted through Base Supply, this paragraph will be entitled by the user and added by the Base Supply Research Section as a separate certification.